



# GORDON TRUCKING INC

## GTI ADMINISTRATION, OPERATIONS, SHOP/ WAREHOUSE EMPLOYEE BENEFITS SUMMARY

### ELIGIBILITY

Employees regularly scheduled to work a minimum of 25 hours per week are eligible for health care coverage when they have been employed at work for a continuous period of three (3) complete months. Coverage goes into effect 1st of the month following the completed 3 month period.

### MEDICAL

This health coverage is currently administered through Trusteed Plans Services Corporation. Details about coverage, deductibles, and limitations of coverage are described in the plan booklet that you will receive when you become eligible for coverage.

### DENTAL

Coverage: 100% diagnostic/preventative care, 80% basic & 50% major procedures. No deductible, \$1500 maximum benefit per person per calendar year.

### PRESCRIPTION

Prescription coverage using Express Script is available either through using a participating pharmacy or by mail order.

### VISION

Vision benefits: one eye exam per year, contribution towards lenses and frames every two years.

### EMPLOYEE ASSISTANCE PROGRAM (EAP)

Provides crisis counseling, assessment and referral for treatment of problems such as family and marital issues, work related issues, and emotional upheavals; up to 3 hours of consultation per year.

### LIFE INSURANCE

1 times annual salary payable to beneficiary upon death. GTI pays 100% of the insurance premium cost. Additional life insurance is available through payroll deduction. (See packet for information)

### SHORT TERM DISABILITY

Benefits for non-work related injuries begin 1st day after an accident & 8th day after an illness starts. There is a \$150 maximum per week for a maximum of 26 weeks.

### PTO

Full-time administration, operations, and shop/warehouse employees start to accrue Personal Time Off (PTO) on the first day of the 4<sup>th</sup> month after being hired. Thereafter, employees are given a PTO bank at the start of the each calendar year. PTO banks are allowed to accrue up to a maximum of 120 hours.

### VACATION

GTI's full time administration, operation, and shop/warehouse employees, accrue at a rate of 40 hrs/yr. for the first and second years, 80 hrs/yr. for years 3 & 4, 120 hrs/yr. for years 5 through 10, and 160 hrs/yr. for 11 years and beyond. Eligibility to take accrued vacation begins after 12 months of employment.

### HOLIDAYS

The following are paid holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. Holiday eligibility begins immediately upon hire. Hours are pro-rated for part-time employees who work 25 or more hours per week.

### 401(K)

Administrative, Operations, Shop/Warehouse employees can save for retirement through our 401(K) pre-tax payroll deduction plan. **GTI** will match 100% of your contribution (up to a maximum of 3% of your pre-tax compensation). Eligibility begins following the completion of 90 days of service and the first of the following month. Funds from another qualified plan can be rolled over into GTI's plan.

### COMPANY PERFORMANCE BONUS

The Company Bonus provides any administrative, shop and other non-driving employees with an opportunity for a quarterly as well as an annual Bonus. To receive a Bonus, employees must not be eligible for any other performance based Bonus and must also meet eligibility requirements.

### FSA (Flexible Spending Arrangement)

The Flex Plan allows employees to pay for qualified health care premiums, medical care expenses, and dependent care expenses with "pre-tax" money. Administrative, Operations, Shop/Warehouse employees eligible for medical benefits are also eligible to participate in the FSA.

### TUITION REIMBURSEMENT PROGRAM

Gordon Trucking, Inc. recognizes the value of assisting its employees in furthering both their educational goals and employment opportunities within GTI. The program is designed to reimburse qualified employees for certain business-related classes that are applicable to their current job or another opportunity within GTI. For more details about this program, please check with the Human Resources department.

**Please Note:** This benefit summary describes only certain highlights of some of the GTI benefit plans. It does not supersede the actual provisions of the applicable plan documents, which in all cases are the final authority. Although GTI plans to continue the plans listed, they may be changed without prior notice.

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